

Name:	Elected Members Benefits and Support		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Governance and Regulatory Services		
Approval Date:	18/06/2019	Next Review Date:	16/06/2020
Records Number:		Decision Number:	9/0691

1 PURPOSE

The City of Palmerston is committed to ensuring Elected Members are provided with the support necessary for them to effectively carry out their roles in Council. This policy covers allowances, benefits, and support to be provided to Elected Members.

2 PRINCIPLES

Council supports the principles that:

- Elected Members should be provided with support that is necessary or expedient to the performance or discharge of their official functions and duties;
- Elected Members should not be out-of-pocket as a result of performing and discharging their official Council functions and duties; and
- all facilities, services and support provided to the Elected Members, other than those specifically provided to the position of Mayor will be available to all members equally.

3 DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Term	Definition
Allowances	Allowances provided in compensation to Elected Members in consideration and recognition of the time and effort spent in their roles on Council.
Elected Member	Individuals elected to Council. For the purposes of this policy, Elected Member refers to Mayor, Deputy Mayor and Aldermen
Ordinary Elected Member	An Elected Member other than the Mayor, Deputy Mayor or, during the relevant period, an acting Mayor.

4 POLICY STATEMENT

4.1 Elected Member Allowances

4.1.1 Council will pay all Elected Members the following allowances as per *Ministerial Guideline 2: Allowances for Council Members*:

- Base Allowance;
- Electoral Allowance; and
- Professional Development Allowance.

4.1.2 Extra Meeting Allowance

4.1.2.1 For Ordinary Elected Members this allowance is paid only after an approved claim has been made.

4.1.2.2 In accordance with Section 2 of *Ministerial Guideline 2: Allowances for Elected Members*, Council has determined only attendance at the following meetings will attract the allowance:

- Council Committee Meetings;

- ii. Special Meetings of Council;
 - iii. Special Meetings of Council Committees;
 - iv. Council Advisory/Reference Group Meetings;
 - v. Council workshops or briefings;
 - vi. Meetings of external agencies or organisations to which Council has formally appointed a council member to represent the Council or a member nominated through or with the Local Government Association of the Northern Territory as a representative; and
 - vii. Professional Development courses/conferences that have approval and are in line with Council Policy.
- 4.1.3 In accordance with Section 6(d)(iv) of *Ministerial Guideline 2: Allowances for Elected Members*, where an Elected Member is travelling to undertake a Professional Development activity, the Elected Member may claim an extra meeting allowance for each full day of travel, unless that travel falls on the same day which the meeting is held. A full day of travel means at least four hours of travelling, including transit.
- 4.1.4 Where an Elected Member is acting as Mayor in the absence of the Mayor the acting Mayor will be paid 100% of the Mayoral Base and Electoral Allowance for that period.
- ### 4.2 Elected Member Benefits
- 4.2.1 In order to ensure Elected Members are able to have ready access to technology enabling them to perform their roles as efficiently as possible, they are provided with:
- A one-off per election term Information Technology Capital Entitlement for the cost of technology equipment to the value of \$1,200 (excluding GST). Reimbursement will occur from Council once a paid Tax Invoice has been received.
 - An Annual Communications Entitlement of \$800 (excluding GST) per financial year, for communications and printing costs. This will be paid in arrears, in equal monthly instalments as a reimbursement on provision of evidence of expenditure.
 - A Council email address for official use in their role as Elected Member, together with calendar facility. An Elected Member's calendar shall be available to other Elected Members and staff in order to facilitate the smooth running of Council operations, and as a record of their activities.
 - An Elected Members Portal with dedicated access to Council business papers.
- 4.2.2 Council staff will provide basic IT support including access to relevant systems and email accounts but will not be responsible for privately owned IT equipment.
- 4.2.3 Elected Members shall be provisioned with business cards and name badges for their use.
- 4.2.4 Council will provide postage for official correspondence through its internal mail services. Bulk mailing will not be provided.
- 4.2.5 Use of Council's photocopying facilities for official business is available for Elected Members through the Mayor's Executive Assistant. Circulars, publications or election material are specifically excluded from this benefit.
- 4.2.6 Elected Members shall not use Council facilities, resources (including staff) for personal reasons including furtherance of their political career.
- 4.2.7 A framed Certificate of Service will be presented in Council meeting for Elected Members achieving 10 years of service, with subsequent certificates presented at five yearly intervals. A history of members elected to office will be appropriately recorded photographically under direction of the CEO.
- 4.2.8 In addition to the benefits above, the Mayor is entitled to the following additional benefits to assist them in their civic duties:
- Provision and maintenance of Mayoral Robes and Chain of Office.
 - Mobile phone and suitable telecommunication plan

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- An office and administrative and secretarial assistance for official use.
- Provision and use of official Mayoral stationery.
- Reimbursement for costs associated with attendance and participation at official functions where Council is represented.
- Fully maintained Council vehicle for private and official use.

4.3 Elected Member Travel

- 4.3.1 Elected Members wishing to attend a conference, workshop, seminar or relevant training session incurring travel costs at Council's expense shall apply to the CEO for approval.
- 4.3.2 Air travel is to be by the most reasonably economic means available, and shall not include business or first class.
- 4.3.3 Accommodation, meals and associated travel costs are to be covered by prior approval of the CEO.
- 4.3.4 Council will pay in advance any registration fees, accommodation deposits and airline tickets for approved Elected Member travel. Where this is not possible, a reimbursement equivalent to the fees or expenses will be paid subject to the provision of receipts.
- 4.3.5 Elected Members may be accompanied by a spouse or partner subject to Council not incurring any additional expense.

4.4 Insurance

- 4.4.1 Elected Members will receive the benefit of insurance cover subject to the wording, limits, excesses and terms and conditions specified in Council's insurance policies for the following:
- Personal Accident;
 - Professional Indemnity and Public Liability;
 - Motor Vehicle; and
 - Councillors and Officers Liability

4.5 Gift and Benefits Received by Elected Members

- 4.5.1 Where gifts and benefits are not provided for under this policy are offered to Elected Members in the course of their roles which are above the value of \$50 (including GST), Elected Members will immediately inform in writing the CEO with regards to the following:
- The nature of the gift or benefit, i.e. concert tickets, bottle of wine, dinner;
 - The value of the gift or benefit;
 - How the Elected Member proposes to treat the gift or benefit, i.e. accept and keep, decline the gift or benefit.
- 4.5.2 The CEO will maintain a register of Elected Members Gifts and Benefits identifying all gifts and benefits offered to and accepted (or not accepted) by the Elected Members.

5 ASSOCIATED DOCUMENTS

- 5.1 Council Policy *EM01 Elected Members*
- 5.2 Code of Conduct for Elected Members

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act*
- 6.2 *Ministerial Guideline 2: Allowances for Council Members*